

APPENDIX B

SC Planning Education Advisory Committee (SCPEAC)

Mr. Steve Riley, AICP
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928
SteveR@hiltonheadislandsc.gov
843-341-4700

UNIFORM APPLICATION FOR STATUS AS APPROVED SPONSOR OF PLANNING & ZONING CONTINUING EDUCATION ACTIVITIES

- 1) Name of CE Sponsor: _____
- 2) Name of Contact Person: _____
- 3) Telephone: Office () _____ Fax () _____
- 4) Email Address: _____
- 5) Street Address: _____
- 6) City: _____ State: _____ Zip Code: _____
- 7) How long have you been sponsoring planning and zoning CE activities? _____
- 8) In what other states have you been approved or active, if any? _____
- 9) Approximately how many CE activities do you conduct annually including approximate number of credit hours

- 10) Attach to this application course outlines or brochures describing the content, identifying and showing the professional qualifications of the instructors, listing the times devoted to substantive topics and showing the dates and locations of the last 2 CE programs which you sponsored in the last two years. Prior conference brochures identifying the above shall suffice.
- 11) If typically teach specific courses rather than general broad range conferences, please submit a copy of the materials distributed to attendees at the last two CE activities.
- 12) Provide at least one example of an evaluation form used in the last two years, or prepare a generic evaluation form that you propose to use for review by the committee.
- 13) By submitting this application, the Sponsor agrees to:

- a) Allow in-person observation, without charge, of all CE activities by members of the Committee. Any food or travel costs will be the responsibility of the Committee member(s).
- b) The sponsor acknowledges that its "approved sponsor" status may be withdrawn for violations of the regulations or failure to comply with the agreements and representations contained herein and that may be required by the Committee.

Date: _____ CE Sponsor: _____

By (Signature): _____ Title: _____

SUBMIT 6 COPIES OF ALL MATERIALS AS FOLLOWS:

2 Copies and 1 Self-Addressed, Stamped Envelope for Mailing the Notice of Decision to:

Mr. Steve Riley, AICP
SCPEAC Chairman
Town Manager
One Town Center Court
Hilton Head Island, SC 29928

1 Copy Each to:

Mr. Dennis Lambries
Research Associate
Survey Research Laboratory
Institute for Public Service and Policy Research
University of South Carolina
Columbia SC 29208

Mr. Christopher S. Karres
Planning Director
Lancaster County, SC
P.O. Box 1809
Lancaster, SC 29721

Ms. Donna London
Strom Thurmond Institute
Silas Pearman Boulevard
Clemson University
Clemson, SC 29634-0125

Barry Nocks, Ph.D., AICP
143 Lee Hall
Department of Planning & Landscape Architecture
College of Architecture, Arts & Humanities
Clemson University
Clemson, SC 29634-0511

NOTE: THE COMMITTEE HAS AGREED TO NOT REQUIRE AN APPLICATION FEE AT THIS TIME, ASSUMING THAT SUBMITTALS ARE PROVIDED AS REQUIRED AND COSTS OF NOTIFICATION REMAIN LIMITED.

NOTICE OF DECISION
(To be completed by the SCPEAC and returned to the applicant.)

1) The following action has been taken by the SCPEAC on this application:

a) _____ APPROVED AS A SPONSOR.

b) _____ ACCREDITATION AS A SPONSOR DENIED.

i) Reason: _____

c) _____ RETURNED for more information.

2) If Approved:

a) Date of Approval: _____

b) Certification is Valid Until: _____

Signature of SCPEAC Representative: _____

**For Further Information, Contact Mr. Steve Riley, Chairman, 843-341-4700 or
SteveR@hiltonheadislandsc.gov**